

To: EMS Approvers and Reviewers

From: Yale University Procurement

Re: EMS Reports improve visibility of unprocessed Purchasing Card charges and Expense Reports

Did you know that EMS Approvers and Reviewers have two reports available to them to help monitor the age and status of Yale Purchasing Card charges and Expense reports?

While EMS does send out email reminders when reports and charges have not been processed, the two managerial reports listed below can be run at any time to view the overall status of outstanding Purchasing Card charges and prepared reports awaiting approval.

Many departments have found these reports helpful in carrying out their transaction monitoring responsibilities. Please remember that unprocessed Purchasing Card charges and other items on expense reports do not appear on financial statements until approved and are to be processed in a timely manner according to University Policies and Procedures. Also, unsubmitted Purchasing Card charges older than 45 days will lead to Purchasing Card suspension.

The names of the reports are:

1) Card Available Charges Report - lists all Purchasing Card charges received by Yale but not yet submitted. Outstanding charges can be viewed in date and cardholder order and may be easily exported into spreadsheets. For instructions on how to run the Card Available Charges Report, click on the link or paste this URL into your web browser:

The Card Available Charges Detail report

<http://www.yale.edu/procurement/ems/documents/CardAvailableChargesReportInstructions.pdf>

2) Active Dispute Detail Report - displays all reports prepared and submitted but not yet approved. Because this report contains information on all unapproved EMS reports in your department, the use of Excel is recommended to allow easier filtering by report status. For instructions on how to run the Active Dispute Detail Report, click on the link or paste this URL into your web browser:

The EMS Active Dispute Detail report

<http://www.yale.edu/procurement/ems/documents/ActiveDisputeDetailsReportInstructions.pdf>

Please pay close attention to the processing date column in the Active Dispute Detail report and the Date of Charge column in the Available Charges report to determine whether older items need your attention.

A version of these reports will be used as part of University-wide transaction processing metrics; another good reason to use these on a routine basis. If you prefer hands-on practice running these reports, please come to a clinic any Friday in March from 2-4 p.m. Contact Audrey Bribiescas (audrey.bribiescas@yale.edu) for more information.

If you have questions, please feel free to contact the ITS Help Desk at 785-3200, 432-9000 or helpdesk@yale.edu.